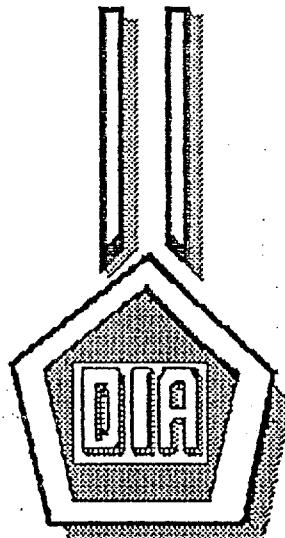


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DT-S-1006-55



DEFENSE
INTELLIGENCE
AGENCY

OPERATIONAL PROJECT PROTOCOLS (U)

27 November, 1990

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OPERATIONAL PROJECT PROTOCOLS

Date of Publication

27 November 1990

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PREPARED BY

Technology Assessment and Support Office (DT-S)

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APPENDIX A: TASK RECORD SHEET

APPENDIX B: PROJECT SUMMARY RECORD SHEET

APPENDIX C: OPERATIONS REPORT FORMAT

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OPERATIONAL PROJECT PROTOCOLS (U)

I. (U) PURPOSE:

(S/NF) To document the basic protocols and procedures for the conduct of operational tasks.

II. (U) OPERATIONAL PROJECT PROTOCOLS:

(U) A general description of operational project procedures, along with specific individual responsibilities are included on the following pages. Detailed protocols will also be prepared to provide additional details and to reflect requirements for unique activities as needs arise.

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A. (S/NF/SS-2) TASKING AND REPORTING FLOW SUMMARY

1. Customer request for information initiated and sent to the Defense Intelligence Agency (DIA), Directorate for Scientific and Technical Intelligence (DT).
2. DT forwards request to Unit Manager.
3. Unit Manager reviews mission requirements and levies tasking on Operations Officer.
4. Operations Officer identifies Essential Elements of Information (EEI) to be satisfied, and designated a Project Officer.
5. Project Officer tasks individual Remote Viewers.
6. Remote Viewers conduct sessions and submit session summaries with conceptual sketches to Project Officer.
7. Project Officer submits Operations Report with each viewers summary and sketches to Operations Officer.
8. Operations Officer reviews results and provides a Summary Report of project findings to Unit Manager.
9. Unit Manager reviews results and forwards completed project to DT.
10. DT forwards project results to customer.
11. Customer provides written evaluation of data provided for that project and, where possible, identifies in what way the data was used or was of utility.
12. Customer evaluations are received through DT by Unit Manager. Unit Manager forwards evaluations to Operations Officer who ensures they are posted and given to viewers for feedback.
13. General steps as discussed above are shown in Figure 1.

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TASKING AND REPORTING

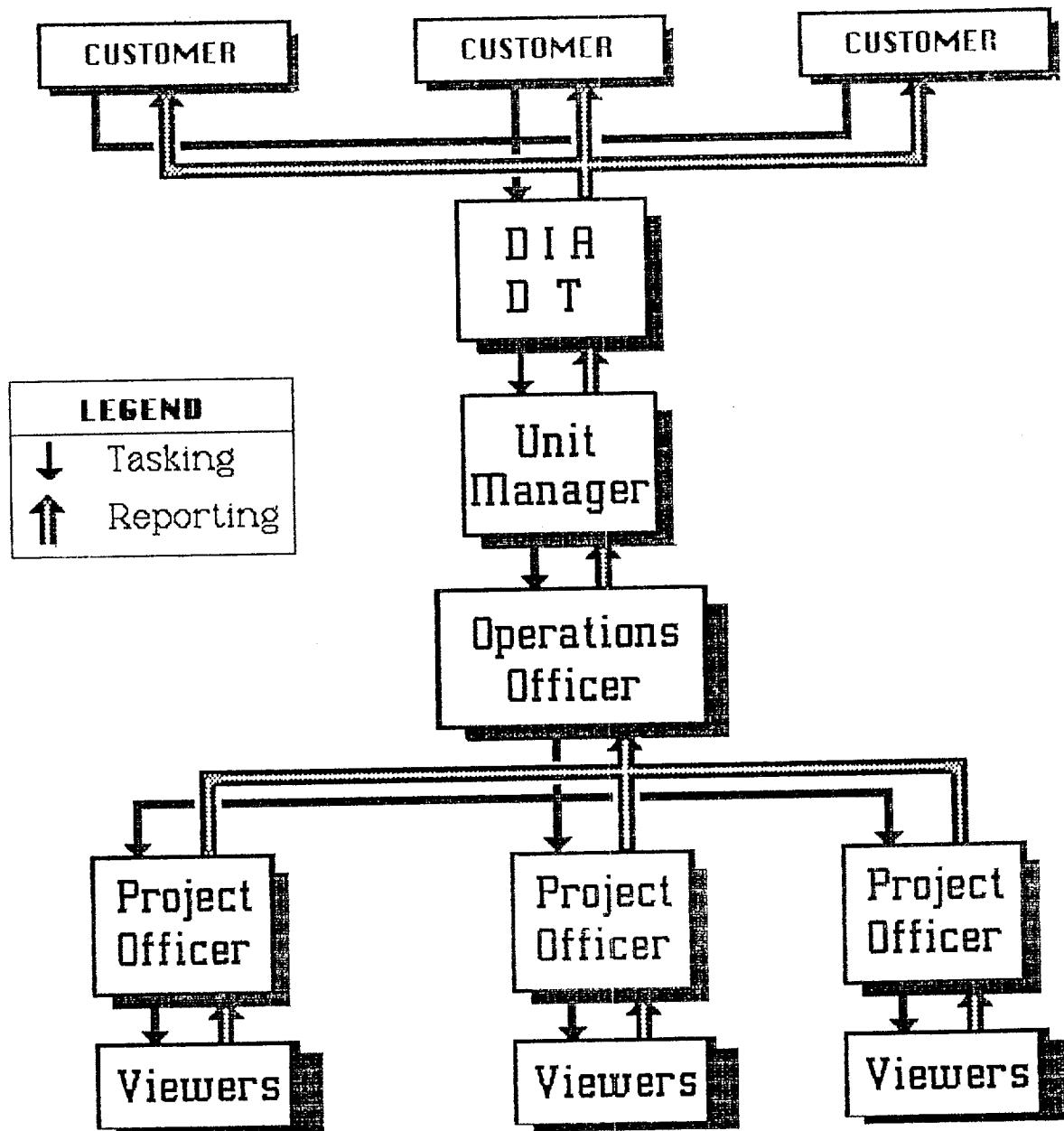


Figure 1

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B. (S/NF/SS-2) INDIVIDUAL RESPONSIBILITIES AND PROCEDURES

a. UNIT MANAGER

1. Obtains tasking from customer via the Defense Intelligence Agency (DIA), Directorate for Scientific and Technical Intelligence (DT).
2. Ensures tasking is valid and applicable.
3. Determines suspense date and timelines.
4. Forwards tasking on Task Record Sheet, see appendix A, to Operations Officer.
5. Reviews and approves key aspects of all operational task procedures (e.g. personnel mix, timing, priorities) developed by the Operations Officer.

CONDUCT OF OPERATION

6. Receives completed project from Operations Officer.
7. Determines, in conjunction with customer, if additional follow-up tasking is required for data clarification or for pursuit of new and/or different unknowns.
8. Completed project is sent to customer via DIA/DT.
9. Ensures, after data review, that the customer provides a written evaluation of the data provided for that project, and where possible, identifies in what way the data was used or was of utility.
10. Ensures that the entire tasking process, implementing steps, session details and other information will be maintained in the program central files.

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b. OPERATIONS OFFICER

1. Receives tasking from the Unit Manager; examines the tasking requirements to determine applicability and verify the key questions or Essential Elements of Information (EEI's) desired.
2. Assigns each project a project number.
3. Prepares a mission statement as given by the requestor/customer; prepares a tasking package, in conjunction with the Unit Manager, with the specific targeting method or methods that will be made available to the viewer:
 - a. Develops/assigns computer generated encrypted coordinates (i.e. random numbers) to represent the target.
 - b. Develops in conjunction with the Unit Manager, any additional requirements that may be presented to the viewer (e.g. scope of task, general type of information desired).
 - c. Develops, in conjunction with the Unit Manager, if any target-related information (e.g. sealed photo, name of missing person/ship, maps, etc.) are to be made available to the viewer.
 - d. Recommends to the Unit Manager the anticipated personnel mix (Project Officer, Monitor, Viewer) required to accomplish the task.
4. Provides Project Officer with refined tasking package to include:
 - a. Information identified in paragraph 3.
 - b. List of available viewers.
 - c. Assigns suspense dates and specific time windows for accomplishment of the project.

CONDUCT OF THE OPERATION

5. Receives Operations Report and viewer session summaries from Project Officer.

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6. Reviews project results to ensure all questions have been answered and project is complete. Determines if additional sessions are required.
7. Writes a formal Summary Report of each project with appropriate addenda such as viewer summaries and sketches, completes Task Record Sheet, see appendix A, and forwards it to the Unit Manager.
8. Maintains a copy of all data obtained from each session in unit's central files.
9. Maintains a detailed summary of project information (see appendix B).
10. Ensures evaluations are posted upon receipt from the customer and made available to viewers for feedback.

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c. PROJECT OFFICER

1. Receives the project from the Operations Officer and determines the actual number of sessions required in conjunction with the Operations Officer.
2. Responsible for accomplishing the entire project; ensures all questions are answered.
3. Responsible for the preparation of individual tasks reflecting specific EEI for the viewer to answer.
4. Manages, directs, and provides guidance for the remote viewing activity.
 - a. Obtains required materials for sessions, e.g. appropriate maps for a search problem, photos, etc.
 - b. Identifies and schedules specific viewers and monitors (if needed).
 - c. Will not normally serve as a viewer for the project he is managing but may act in the capacity of monitor as circumstances warrant.

*****CONDUCT OF OPERATION*****

- d. Receives and reviews viewer session summaries for submission to the Operations Officer.
- e. As required, discusses each viewer's summary with individual viewer to ensure all concepts of the session are complete and clearly stated in the summary. Ensures all necessary sketches are provided.
- f. Determines if viewer will have to conduct another session, depending on whether viewer has answered all questions, the nature of the task, and the results achieved per session.
- g. At the conclusion of the sessions, provides viewers with known operational information as available. Nature and type of feedback will be recorded in the session records. Project Officer must also be aware that follow-up tasking for the same project may occur depending on customer/program manager requirements after review of project results.

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5. Responsible for preparing and submitting a written Operations Report that serves as a cover to the Remote Viewer's summary. The Operations Report will contain the following: Project number, session number, date of session, date of report, start time, end time, methodology used, viewer identifier number, missions, viewer tasking, comments and inclemencies noted, (see sample of report at appendix C). Evaluation paragraph will be left blank for customer/program manager.

6. The Project Officer will also report, on appendix B "COMMENTS", any information that may relate to viewer disposition (e.g. state of health, distractions, etc.) The Project Officer will also record any deviation from standard protocols that may have occurred.

7. Completed project with viewers summaries and operations reports will be given to the Operations Officer. All data obtained from each session will be recorded and stored in a file under the control of the Operations Officer.

8. The Project Officer will not communicate results to anyone other than the Operations Officer and/or Unit Manager. During and following the operational task activity, the Project Officer will ensure that file integrity is maintained and that the project will not be discussed among viewers until the Unit Manager has given approval.

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d. MONITOR

1. Receives tasking to be a monitor/interviewer from Operations Officer through Project Officer.
2. Receives project questions to be answered and EEI from Project Officer.
3. Ensures he has appropriate materials required for the session, such as maps or photos if available.
4. Discusses with viewer designated time window and conducts the session.
5. Ensures viewer has answered all questions during the session or after numerous sessions.
6. Does not discuss session results with anyone other than the Project Officer, Operations Officer, or the Unit Manager.
7. Will not monitor a project he has served as a viewer.

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e. REMOTE VIEWER

1. Receives tasking from Operations Officer through Project Officer.
2. Usually views once a day but no more than three times a day.
3. Provides a summary of information obtained per session to the Project Officer. Summary will contain at least the following: Project number, date, start time, end time, viewer identification number, session number, physical inclemencies noted, summary of information from session, sketches and appropriate classification markings.
4. Does not discuss session results with other viewers.
5. May be selected to act as trainer/teacher for a new member of the unit.
6. Should the Remote Viewer serve as Monitor or Project Officer, he/she will not perform remote viewing activities on those Monitor or Project Officer tasks.

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TASK RECORDS

1. DATE TASK PROVIDED TO PROJECT:
2. PROJECT NUMBER:
3. REQUESTOR:
4. INFORMATION DESIRED:

5. BACKGROUND INFORMATION PROVIDED TO PROJECT:
:
6. ENCRYPTED COORDINATES:
7. SESSION SCHEDULING:

DATE	SOURCE	SESSION	METHODOLOGY	REMARKS
------	--------	---------	-------------	---------
8. TASK MILESTONES (e.g. task reporting, feedback):

APPENDIX A

YEAR:

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PROJECT INFORMATION

APPENDIX B

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PROJECT INFORMATION (cont.)

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WARNING NOTICE: INTELLIGENCE SOURCES AND METHODS INVOLVED

PROJECT NUMBER: SESSION NUMBER:
DATE OF SESSION: DATE OF REPORT:
START TIME: END TIME:
METHODOLOGY: SOURCE IDENTIFIER:

1. (S/NF) MISSIONS:
2. (S/NF) VIEWER TASKING:
3. (S/NF) COMMENTS:
4. (S/NF) EVALUATION:
5. (S/NF) SEARCH EVALUATION:

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APPENDIX C

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